

**PUBLIC RECORDS LAW NOTICE
CITY OF MILWAUKEE
DEPARTMENT OF
NEIGHBORHOOD SERVICES**

The Department of Neighborhood Services (DNS) is responsible for all the records of the department and its sections. This includes all notices, warnings, records, processing documentation, newsletters and press releases related to the department's function.

The Mayor has assigned the Commissioner of Neighborhood Services as the legal custodian of all records maintained by DNS. In turn, the following positions have been designated as deputy legal custodians of records:

DEPUTY CUSTODIAN
Business Operations Manager

RECORDS
All records maintained by DNS

Persons interested in records maintained by DNS should inquire at the reception desk at 841 N. Broadway RM 105, between 8:00 A.M. and 4:30 P.M. daily, except Saturdays, Sundays and legal holidays.

The first five pages of any record are free. A charge of 3¢ for each page will be collected for the copying of any additional records. There is no extra charge for certifying a record. Costs for "locating" a record will be charged to the requester only if they exceed \$50. If total copying and locating charges exceed \$5, prepayment may be required. No e-mail is archived. Records involving ownership, violations, complaints, and permits are also available on-line at <http://www.milwaukee.gov>

For assistance or questions about making an open records request please contact:

Todd Weiler
Public Information & Training Coordinator
851 N. Broadway RM 104
Milwaukee, WI 53202
(414) 286-3214

All formal open records requests should be made in writing to:

Martin Collins, Commissioner
Department of Neighborhood Service
841 N. Broadway, RM 104
Milwaukee, WI 53202

The request should be specific as possible and current contact information should be included if we need to clarify the exact nature of the request.

Effective 2/15/02